



How to Update the Progress of a Goal

After a goal has been created and approved, on the My Goals tab, click on side arrow to the right of the goal:

The screenshot shows the 'My Goals' interface. At the top right, there are 'Create' and 'Options' buttons. Below this, there are tabs for 'My Goals' and 'Hierarchy'. A search bar contains 'Current Period' with a dropdown arrow, dates '7/1/2015' and '6/30/2016' with calendar icons, and a 'Search' button. Below the search bar are checkboxes for 'Display Cancelled' and 'Hide Completed'. There are three boxes: 'My Goals' with '5', 'Manager's Goals' with '2', and 'Company Goals' with '6'. A 'Send Approval Request' button is on the right. The main section is titled 'My Goals' and shows a goal with a 50% progress bar, the title 'Administrative Assistant I - Task Goals and Accountabilities 1', and details: 'Status: In Progress Due Date: 6/30/2016 Weight: 20.00%'. A dropdown arrow and a mouse cursor are visible on the right side of the goal row.

The goal detail is displayed; in the box Progress:

My Goals

50% **Administrative Assistant I - Task Goals and Accountabilities 1** 
Status: In Progress Due Date: 6/30/2016 Weight: 20.00% 

Progress:

Description:
Responds to inquiries and resolves routine problems requiring general understanding of work-area policies and procedures to ensure questions are answered and issues resolved in a timely manner.

Start Date: 7/1/2015

Input the amount of progress you have made on your goal, then click the button **Close**:

My Goals

50% **Administrative Assistant I - Task Goals and Accountabilities 1**

Status: In Progress Due Date: 6/30/2016 Weight: 20.00%



Progress:

Description:

Responds to inquiries and resolves routine problems requiring general understanding of work-area policies and procedures to ensure questions are answered and issues resolved in a timely manner.

Start Date: 7/1/2015

Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1mb

Success Descriptors

Unsatisfactory	Employee delivers inconsistent contributions. Improvement is needed to accomplish expected results
Gaining Proficiency	Employees gaining proficiency are still building a successful track record in completing the core work associated with the role. Additional time is required to gain the breadth of key experiences.
Successful	Employee consistently meet expectations and occasionally exceeds expectations. Employee is a solid contributor to the success of his/her department and NSU
Exceptional	Employee frequently exceeds expectations, is an exceptional contributor to the success of his/her department and NSU, and demonstrates role model behaviors. Employees have acquired the key experiences for the role and demonstrated proficiency across the Core Values. They are ready to assume more complex assignments/projects that deliver measurable outputs and show progression in their career at NSU.

Comments



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Close

The goal displays the updated progress amount:

My Goals

100% **Administrative Assistant I - Task Goals and Accountabilities 1** 
Status: Completed **Due Date:** 6/30/2016 **Weight:** 20.00% 

Progress:

Description:
Responds to inquiries and resolves routine problems requiring general understanding of work-area policies and procedures to ensure questions are answered and issues resolved in a timely manner.

Start Date: 7/1/2015